



**Chapter Members Meeting
October 23, 2025 – 10 – 11 a.m.**

Meeting Agenda

Attending this meeting qualifies for [2 TDM-CP credits](#)

Pre-registration required through ACT website -

[Mid-Atlantic Chapter Member Meeting October 2025 - Association for Commuter Transportation](#)

- 1) **Welcome**
Chapter President – Kathleen Grier
Chapter Vice President – Emily Rickens
- 2) **Approval of Minutes from Last Meeting**
Chapter Secretary – Jason Thomas
 - a. Jason issued 8/4/25 meeting minutes to MAC via email on 9/19 /25
- 3) **Membership Report**
Chapter Secretary - Jason Thomas
 - a. New members, prospective members, renewals
- 4) **Treasurer's Report**
Chapter Treasurer – David Judd
 - a. Account balance - \$4,605.67 in checking
- 5) **Committee Reports**
 - a. **2026 40th Annual International Conference committee**
Committee leads: Tim Phelps and Stacy Newcomer
Conference dates: July 26-29, 2026
Hotel: Philadelphia Downtown Marriott, 1201 Market Street, Philadelphia, PA 19107
 - 2026 committee volunteer update (December 2025 start up date TBD)
Sign up link: [2026 ACT International Conference MAC Volunteer Sign Up](#)
Volunteers to date:
 1. **Program** – Karen Peris, Dan Callas, Jesse Kafka, Kathleen Grier
 2. **Host** – Sara Irick, Regan Parshall, Julia Ferri, Justin Lytle, Stacy Bartels
 3. **Awards** – Emily Rickens
 - b. **Membership committee** update – Jason Thomas
 - New membership process update:
 1. NJ Transportation 2025 Conference and Expo list
 2. Prospect list from ACT National
 - Jason has created a new email address for the chapter to use for all mailings to MAC members beginning in 2026
 - c. **Communication committee** update – Jason Thomas
 - d. **2025 Sponsorship committee** update - Kathleen Grier
 - Potential organizations
- 6) **Discussion of Chapter Programs & Activities**
 - a. Bylaws approval (A few changes were made in September 2025)
 - **Quorum options** – Chapters can now choose 10, 20, or 20% of the voting membership. Both the bylaws document and instructions have been updated to reflect this.

- **Leadership transition timeline** – New leaders meet within **30 days** of their term starting, with the Southern California Chapter’s current practice.
 - **Chapter Officers** – Directions have been added that address the event of no interested or qualified candidates for chapter leadership roles.
- b. TDM week review
 - c. Micro event opportunities
 - 4Q25 - The Western PA chapter members looking to host a micro-event during Pittsburgh’s first-ever [Vision Zero Summit](#) on Friday, Oct. 17 at the University of Pittsburgh
 - 4Q25 event in King of Prussia/West Chester area TBD
 - d. 2026 Workplan development
 - Idea: “Office hours”- have a chapter member who is an industry expert host an open discussion or a specific topic. Set a reoccurring date and time monthly.
 - **2026 Awards/Scholarships:**
 - Will utilize ACT National offering
 - No chapter sponsorships granted in 2026
 - e. Work with Emma to arrange next steps/session with Rep. Malcom Kenyatte

7) New Business – open discussion

8) Date of Next Virtual Meeting

December 11, 2025 – 10 a.m. – 11:30 a.m. - MAC Holiday Palooza

9) Adjournment

**PROGRAM COMMITTEE
(1-2 Chairs)**

Responsibilities:

- Program Agenda: shape program based on feedback from this year's conference and changes to implement; develop list of specific session topics/themes to guide call for abstracts
- Abstract volunteers: select people (10-12) to review completed abstracts
- Council/Partnership Speaking Slots: identify session slots for Councils, outside partnerships, and public policy
- Keynote Selection: identify list of 5-10 potential speakers
- Program Outline: work with Casey on placement of sessions in agenda
- Session moderators: identify and select moderators

**HOST COMMITTEE
(1-2 Chairs)**

Responsibilities:

- Recreational Tours: organizing 3-4 that allows attendees to experience the city or region's culture, history, and attractions. Coordinate transportation and fees.
- Professional Tours: organizing 2-3 professional tours that would focus on taking attendees to onsite tours of local organizations and systems.
- Opening Reception: Coming up with 2-3 fun and unique ideas to bring a regional aspect to opening reception; generate ideas for entertainment during reception. (Final decisions made by entire conference committee)
- Sponsorship: Designate a chair to work with ACT National's Sponsorship Committee to coordinate sponsorship recruitment; Chapter gets 10% commission for all new sponsorships that chapter develops
- Registration & Session Room Guide Volunteers: Recruit 10-15 volunteers to assist with onsite registration; as well as to direct attendees to various sessions/activities

**AWARDS COMMITTEE
(1-2 Chairs)**

Responsibilities:

- Awards Program: Chairs oversee entire awards program process as well as provide bi-weekly updates for the conference committee
- Award Categories & Nomination Process: review award categories and identify awards that need updated or added; review nomination process with Casey
- Communication: identify and market to councils, key groups within ACT, and other outlets
- Nomination Judges: identify and select 20-30 diverse members to review submissions and score
- Award Design: identify 2-3 award styles to be reviewed by conference committee
- Onsite Program Guide: compile information and work with designer on layout
- Award Ceremony: developing theme and format of the ceremony; identifying volunteers needed



2026 SPONSORSHIP INFORMATION:

Subject: Call for 2026 Sponsorship Opportunities – Support ACT Mid-Atlantic as We Host the International Conference!

Dear ACT Mid-Atlantic Chapter Members,

As we embark on an exciting and historic year, the ACT Mid-Atlantic Chapter invites you to join us in making **2026** a defining moment for our region and the broader transportation demand management community. With the **ACT International Conference coming to Philadelphia**, this is a unique opportunity to showcase your organization's leadership and commitment to sustainable mobility on a national stage.

2026 Sponsorship Opportunities

We offer a variety of sponsorship options (sheet attached) designed to align with your organization's goals and provide meaningful visibility throughout the year:

- **Quarterly Meetings:** Sponsor one of our well-attended meetings to share your expertise and connect with TDM professionals.
- **Chapter Events:** Support our signature events that foster collaboration and innovation across the region.
- **Micro Events:** These localized gatherings bring members together in their own communities—an excellent way to highlight your company's regional presence.
- **ACT International Conference Support:** Help us deliver a world-class experience in Philadelphia by sponsoring pre-conference activities and chapter-hosted events during the conference.
- **Quarterly Newsletters:** Reach our engaged membership through sponsorship of our widely read newsletters.

Why Sponsor?

As a 2026 sponsor, your organization will benefit from:

- **Enhanced visibility** among regional and national TDM leaders
- **Brand alignment** with innovation, sustainability, and community impact
- **Recognition** across chapter communications, events, and digital platforms

Get Involved

To learn more about our 2026 sponsorship packages or to reserve your sponsorship, please contact us at **kathleen.grier@aecom.com** or **610-806-6311**. We would be delighted to discuss how your support can help shape a successful and memorable year for the ACT Mid-Atlantic Chapter.

Thank you for your continued partnership and dedication to advancing sustainable transportation solutions. Let's make 2026 a year to remember—together.

Warm regards,

Kathleen Grier

President, ACT Mid-Atlantic Chapter

🌟 2026 Mid-Atlantic Chapter Sponsorship Opportunities 🌟

Showcase Your Commitment to Sustainable Mobility as We Host the International Conference in Philadelphia

📍 **Mobility Contributor – \$500**

Support the chapter's mission and gain visibility among transportation professionals.

Benefits:

- Recognition on chapter event materials as a **Mobility Contributor**
 - Logo placement in **one quarterly newsletter**
 - Acknowledgment on the **chapter website**
-

📍 **Sustainable Advocate – \$1,000**

Demonstrate your organization's dedication to sustainable transportation and regional engagement.

Benefits:

- Recognition as a **co-sponsor for two quarterly chapter meetings**
 - Sponsorship recognition for **one chapter event**
 - Logo and name recognition in **three quarterly newsletters**
 - Acknowledgment on the **chapter website**
 - Verbal acknowledgment at events and **social media recognition**
-

📍 **Sustainable Mobility Leader – \$2,000**

Lead the way in shaping the future of transportation and gain premier exposure throughout 2026.

Benefits:

- Recognition as a **Sustainable Mobility Leader** at **all quarterly meetings**
 - Recognition at **all chapter events**
 - Logo and name recognition in **every quarterly newsletter**
 - **Prominent logo placement** on event materials and chapter communications
 - Verbal acknowledgment during events and in **post-event communications**
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These sponsorships offer a unique opportunity to align your brand with innovation, sustainability, and regional pride as we welcome the world to Philadelphia in 2026.

MID-ATLANTIC CHAPTER BYLAWS

ARTICLE 1 – Name & Territory

The chapter shall be known as the Mid-Atlantic Chapter of the Association for Commuter Transportation, generally referred to as “the MAC Chapter” (and herein as the “Chapter”). The Chapter shall encompass the following geographic territory (hereinafter referred to as the “Territory”): Delaware, New Jersey, New York and Pennsylvania.

ARTICLE 2 – Mission / Purpose

This Chapter has been formed to carry out, within its territory, all of the aims and purposes of the Association for Commuter Transportation, Inc. (hereinafter referred to as “ACT”), the leading advocate for commuter transportation and the advancement of Transportation Demand Management (TDM) professionals working to achieve an efficient, multimodal transportation system.

ARTICLE 3 – Relationship with ACT National

The Chapter is an official component of ACT and is constituted, and shall function, in accordance with based on the authority vested in it by the Board of Directors of ACT, and which constitution and function may be modified and amended by the Board of Directors, in its discretion, from time to time. The Chapter shall derive all of its powers, responsibility and authority exclusively from ACT, subject to applicable provisions of law. The Board of Directors of ACT shall have the authority to cause the Chapter to be suspended or revoke its affiliation as detailed within the Chapter Affiliation Agreement.

All actions, decisions, and functions of the Chapter must align with ACT’s governing documents, including the Articles of Incorporation, Bylaws, Affiliation Agreement, and Chapter Handbook. These documents provide the legal and operational framework within which all chapters must operate.

Within this framework, the Chapter retains autonomy to manage its own operations, programs, and leadership structure, provided all activities remain consistent with ACT’s mission, values, and policies.

The chapter’s fiscal year shall align with that of ACT, running from January 1 to December 31.

ARTICLE 4 – Membership

Chapter Membership

All members of the Chapter must be members of ACT, in accordance with the provisions and procedures set forth in ACT’s Articles of Incorporation, Bylaws, IRS recognition and, Policies. Any person or organization that is not accepted for membership in ACT shall not be allowed membership in the Chapter.

All ACT members residing in the Chapter’s Territory will be considered members of the Chapter. The Chapter shall not create or define additional membership categories beyond those established by ACT.

ARTICLE 5 – Meetings of Members

Chapter Meetings

The Chapter shall hold a minimum of four (4) membership meetings each year, which shall consist of an Annual Meeting and include one meeting to be held during the Annual International Conference. All Chapter meetings shall be conducted in accordance with *Robert’s Rules of Order*. Minutes will be taken for all meetings, and draft minutes will be made available to all members ahead of the following meeting for approval. A copy of the minutes shall be provided to ACT upon request.

Meeting Notices, Quorum, and Virtual Attendance

Chapter meetings shall be posted on the ACT calendar and notices sent to all Chapter members via electronic mail or other appropriate means, using the contact information on file with ACT. A minimum of twenty (20) days’ notice shall be required for regular Chapter meetings, and at least thirty (30) days’ notice shall be required for the Chapter’s annual meeting. Special meetings may be called by a majority vote of the Chapter Board of Directors or by 25% of the chapter’s membership.

When possible, members may participate in Chapter meetings through electronic means that allow for real-time communication, such as video conferencing or teleconferencing. Participation via such means shall constitute presence in person for purposes of quorum and voting, provided all participants can hear and be heard.

Voting.

All chapter members in good standing are eligible to vote in chapter actions. A quorum for a meeting of the members of the Chapter shall be 10 percent (10%) of the total voting membership of the Chapter.

ARTICLE 6 – Chapter Board of Directors & Officers

Chapter Board of Directors

The Chapter Board of Directors shall consist of the duly elected Officers. The Board of Directors is responsible for the conduct of the affairs of the Chapter, in coordination with ACT and its policies and directives. A majority of Board members shall constitute a quorum. ACT shall keep and update as necessary a Chapter Handbook to provide additional details about the operations and responsibilities of the Chapters.

Officers

The Officers of the Chapter shall be a duly elected President, Vice President, Secretary, Treasurer, and Immediate Past President. These roles shall adhere to the descriptions and guidance provided within the Chapter Handbook.

Chapter Officers shall be elected to no more than two consecutive terms of office of two years each. Each term shall start on **January 1**. An Officer appointed to fill a vacancy of one year or less will remain eligible to serve an additional two full terms, provided that no Officer individually serve in the same role on the Chapter Board for more than **five** consecutive years. After completing a max set of terms, an Officer must wait one year before being eligible to run for the same position. In the event that there are no interested or qualified candidates, and after the Chapter Board has made reasonable efforts to recruit and encourage members to run for open positions, the Board may submit a formal petition to the ACT National Board for guidance and request exception for reappointment.

In the event of a tie during a vote by the Chapter Board of Directors, the Chapter's immediate past president shall cast the deciding vote

Election and Term of Office

Vacancies

In the event of a vacancy on the Board of Directors, the Board President shall nominate a qualified individual to the Board of Directors for approval, to serve the remaining time of the vacant position. If the role of President becomes vacant, the Vice President will assume the role as President and then nominate a qualified individual to serve as Vice President.

ARTICLE 7 - Committees

The Board of Directors may establish permanent or temporary committees to assist with Chapter activities. The Chairs of the committees shall be appointed by the Chapter President with approval of the Board of Directors. At least one member of the Board of Directors shall serve on each established committee.

All Committee leaders must be members of the Chapter in good standing. Committees shall follow all guidelines laid out in the Chapter Handbook.

Permanent committees of the chapter include Belonging & Engagement Committees, Event Committees, Communications Committee, Programming Committee, Elections Committee and Policy Committee.

ARTICLE 8 - Conduct of Elections

Elections are held in accordance with guidance in the Chapter Handbook. Voting is required even if seats are uncontested. Members may run for only one seat at a time. All Officer positions shall be elected on the same cycle.

Election Process

- At least 120 days prior to the start of term (September 1st), the Board of Directors shall appoint an Elections Committee of at least three members for the purpose of managing the elections and nominations process.
- Nominations for each position should be solicited, collected, and approved by the Committee no later than 90 days prior to the start of the term.

- An electronic ballot shall be distributed to all chapter members in good standing no later than 75 days prior to the start of the term.
- Elections shall be completed no later than 60 days prior to the start of the term.
- All duly elected officers shall be notified by the Elections Committee no later than 50 days prior to the start of the term.
- The nominee receiving the highest number of votes shall be elected. A tie vote will be settled as follows: each candidate will be given an opportunity to withdraw their nomination, failing that, the winner will be determined by the toss of a coin.

ARTICLE 9 – Fees and Dues

Membership dues shall be established by the ACT Board of Directors. The Chapter shall receive a portion of membership dues as determined by ACT, in its sole discretion, on an annual basis. The Chapter shall not charge additional dues to its members but may charge reasonable program fees and/or annual activity fees to cover the costs of programs and related overhead expenses. For Chapter events or functions that require a fee, separate pricing shall be established for members and non-members.

ARTICLE 10 – Compensation

No member of the Chapter Board of Directors shall receive, directly or indirectly, any compensation from the Chapter for their services. The Chapter Board of Directors may, by affirmative resolution, approve the reimbursement of expenses for attendance at regular or special meetings of the Chapter Board of Directors. This does not preclude the establishment ~~for~~ contractual relationships between the Chapter and a vendor member.

ARTICLE 11 – Limits and Authority

The Chapter shall operate in coordination and alignment with the mission, policies, and governing documents of ACT. The Chapter shall not enter into contracts, financial commitments, or make representations on behalf of ACT without prior written authorization from the Association. The Chapter shall be independently responsible for its operations, finances, and programs, and any advocacy activities must be consistent with ACT's policy positions; consultation with ACT is required prior to engaging in state or federal policy matters. ACT retains the right to review Chapter activities, financial records, and communications to ensure compliance with national standards and expectations.

ARTICLE 12 – Amendments

These Bylaws may be amended by a majority vote of the Chapter's voting members, provided that written notice of the proposed amendment(s) is distributed to all members at least fifteen (15) days prior to the vote. All amendments must be submitted to and approved by ACT to ensure consistency with ACT's Bylaws, policies, and the Chapter Affiliation Agreement before taking effect.

ARTICLE 13 – Separability

If any provision of these Bylaws is found to be invalid, illegal, or unenforceable under applicable law, the remaining provisions shall remain in full force and effect. Such a determination shall not affect the validity or enforceability of any other part of these Bylaws.

ADOPTION OF BYLAWS

These bylaws were adopted by the [Board of Directors / Membership] of the Mid-Atlantic on **this 3rd day of October 2025.**



Kathleen Grier
Chapter President

Jason Thomas
Chapter Secretary